



United States Court of Appeals for the Seventh Circuit

Volunteer Services Policy

1. Authority

This Volunteer Services Policy applies to any person serving as a volunteer employee for the U.S. Court of Appeals for the Seventh Circuit.

The policy set forth below is consistent with the requirement of the [Guide to Judiciary Policy, Vol. 12, Ch. 5 § 550](#), which authorizes the judiciary's use of volunteer employees and voluntary work-training programs.

2. Requirements to Provide Volunteer Services

No individual may be permitted to participate as a volunteer employee or in a work-training program unless the following requirements are met and understood:

1. A volunteer arrangement in a court must focus, either exclusively or primarily, on providing an educational experience for the volunteer.
2. A volunteer may provide no more than 2,080 hours of voluntary service to the courts.
3. Courts may not accept volunteer services from individuals related to judges or a public official of the court, consistent with the limitation on the employment of certain relatives of a judge in [28 U.S.C. § 458\(a\)\(1\)](#) and the limitation on the employment of certain relatives of a public official in [5 U.S.C. § 3110\(a\)-\(c\)](#), to avoid possible perceptions of favoritism.
4. Existing conflict of interest rules and other related ethics guidance apply to volunteers and courts when accepting services from volunteers.
5. For chambers volunteers, in addition to the policies provided above:
 - (a) Duty titles may not include any derivation of the term "law clerk."
 - (b) Time served by a law school graduate as a chambers volunteer may be creditable legal work experience for grade determining purposes, but such service is not creditable as chambers law clerk experience.
6. A volunteer may not receive JENIE credentials or be permitted to access any non-public IT network and/or system of any court or court unit within the circuit unless the Judicial Council grants an exception.

3. Prior to Appointment as a Volunteer

If applicable, 30 days prior to the anticipated start date, any work-study agreement required by the volunteer must be provided to the Human Resources Department (HR) human_resources_ILND@ilnd.uscourts.gov. This will allow sufficient time for review and execution of the agreement.

4. Appointment as a Volunteer

The volunteer will need to set up a mutually convenient time with the employing office (e.g., chambers for judicial externs and HR for the Clerk's Office and Circuit Executive externs) to complete the [Acknowledgment of Gratuitous Services and Waiver](#) and have the [United States Courts Appointment](#) form signed by the appointing authority (e.g., a judicial officer for a judicial extern). The remaining documentation will not require outside assistance.

A volunteer must make an appointment with HR to have their fingerprints taken and drop off the required documentation listed below. HR will email the volunteer available times to come in for fingerprinting and a list of required documentation needed for their appointment. If the extern performs work outside Chicago, HR will coordinate other arrangements.

All required documentation must be provided to HR before a volunteer begins service:

1. [Acknowledgment of Gratuitous Services and Waiver](#) (AO 196A)
2. [Oath of Office](#) (AO 78A)
3. [Employment Eligibility Verification](#) (I-9) – completed form and required supporting documentation. Required supporting documentation is identified on form. Copies of supporting documentation are not permitted.
4. [Judicial Extern/Intern Policy Acknowledgment Form](#) – completed and signed to acknowledge following the policies:
 - [Code of Conduct for Judicial Employees](#)
 - [Employment Dispute Resolution Plan for the United States Court of Appeals for the Seventh Circuit](#)
 - [Fraud, Waste, or Abuse Policy](#)
 - [IT Security Policy for Interns and Externs](#)
 - [Social Media and Social Networking Policy](#)